

NRC FORM 114  
(2-90)  
NRCM 4108

U.S. NUCLEAR REGULATORY COMMISSION

**CAREER OPPORTUNITY ANNOUNCEMENT**

DO NOT REMOVE POSTING

AN EQUAL OPPORTUNITY EMPLOYER. CANDIDATES WILL BE CONSIDERED WITHOUT DISCRIMINATION FOR ANY NON-MERIT REASONS SUCH AS RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, MARITAL STATUS, PHYSICAL OR MENTAL HANDICAP, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

POSITION TITLE <b>Staff Accountant</b>		ANNOUNCEMENT NUMBER <b>0049021</b>	DATES:	OPENING <b>07/31/00</b>	CLOSING (Close of business) <b>09/11/00</b>	EXPIRATION (For "Open Until Filled" vacancies remove posting on this date)
SERIES <b>0510</b>	GRADE <b>GG-09/11/12</b>	KNOWN PROMOTION POTENTIAL TO <b>GG-13</b>	AREA OF CONSIDERATION		TYPE OF POSITION	
ORGANIZATION LOCATION <b>Office of the Chief Financial Officer Division of Accounting and Finance General Accounting Branch</b>			NATIONWIDE		<input checked="" type="checkbox"/>	BARGAINING UNIT
			WASHINGTON, DC COMMUTING AREA		<input checked="" type="checkbox"/>	FULL-TIME
			REGION COMMUTING AREA		<input checked="" type="checkbox"/>	PERMANENT APPOINTMENT
			<input checked="" type="checkbox"/> OTHER Gov't Wide			INCUMBENT IS SUBJECT TO RANDOM DRUG TESTING
DUTY LOCATION <b>Rockville, MD</b>			TRAVEL REQUIREMENTS <b>Minimal</b>		NAME OF IMMEDIATE SUPERVISOR <b>Anthony C. Rossi</b>	

APPLICATION INSTRUCTIONS: COMPLETE AND SUBMIT THE FOLLOWING TO THE ADDRESS SPECIFIED AT THE BOTTOM OF THIS PAGE. (Use the Vacancy Announcement Number in all correspondence.)

1. AN UPDATED SP/71 PERSONAL QUALIFICATIONS STATEMENT OR APPLICATION FOR GOVERNMENT EMPLOYMENT OR RESUME
2. AN NRC FORM 114, VACANCY APPLICATION STATUS NOTICE (NRC application only)
3. A COPY OF YOUR CURRENT PERFORMANCE APPRAISAL OR A SIGNED STATEMENT THAT IT IS NOT AVAILABLE.
4. NRC APPLICANTS(ONLY): FOUR COPIES OF APPLICATION MATERIALS REQUESTED.
5. THE NRC IS A ZERO-TOLERANCE AGENCY WITH RESPECT TO ILLEGAL DRUG USE.
6. OTHER (Specify): **SEE NOTE**

NOTICE: APPLICATIONS MAY BE REFERRED TO THE RATING ENTITY A MINIMUM OF SIXTEEN (16) CALENDAR DAYS AFTER OPENING DATE.

NONBARGAINING UNIT POSITIONS ONLY. CANDIDATES WHOSE PRESENT PROMOTION POTENTIAL DOES NOT EXCEED THE POTENTIAL OF THIS VACANCY MAY NOT BE SUBJECT TO RATING PROCEDURES AND MAY BE REFERRED DIRECTLY TO THE SELECTING OFFICIAL.

DUTIES OF POSITION (If this position is announced at multiple grade levels, these duties describe the full performance level; at lower grade levels the duties may vary slightly and will be performed under somewhat closer supervision.)

Incumbent is responsible for performing accounting duties consistent with the functional responsibilities of the Branch and is responsible for the implementation of accounting policy, procedures, and practices for NRC in conformity with Federal accounting standards, with emphasis in the area of managerial cost accounting concepts and standards.

QUALIFICATIONS REQUIRED (If the position is announced at multiple grade levels, these qualifications describe the full performance level, unless otherwise specified. The position description, immediate supervisor, and/or NRC Manual chapter and Appendix 4108 can be consulted for more detailed qualification requirements and/or interpretation of qualifying experience.)

**BASIC QUALIFICATIONS:** All candidates must have knowledge of accounting principles and standards as evidenced by a four-year degree that included at least 24 semester hours in accounting, or an equivalent combination of college-level education, training and experience.

Candidates must also have specialized experience performing general accounting duties, including: recording accounting transactions;

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RATING FACTORS (Applicants are strongly encouraged to submit a statement addressing the Rating listed below.)

APPLICANTS ARE REQUIRED TO ADDRESS THE RATING FACTORS LISTED BELOW:

1. Knowledge of the statutes, government wide policies, theories, concepts, principles and standards, and processes affecting cost accounting in the Federal government (e.g., Government Performance and Results Act of 1993 and managerial cost accounting concepts and standards) and the ability to apply this knowledge in a practical manner

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FOR ADDITIONAL INFORMATION CONTACT:

Robin Avent

Email: RAA

Mail Stop: T2D32

TELEPHONE

AREA  
CODE

NUMBER

301

415-7018

SEND APPLICATION MATERIALS TO:

<input checked="" type="checkbox"/> Human Resources Services & Operations Office of Human Resources	Region I Personnel Officer	Region II Personnel Officer	Region III Personnel Officer	Region IV Personnel Officer
U.S. Nuclear Regulatory Commission Washington, D.C. 20555	U.S. Nuclear Regulatory Commission 475 Allendale Road King of Prussia, PA 19406	U.S. Nuclear Regulatory Commission 61 Forsyth Street, SW (23785) Atlanta, GA 30303	U.S. Nuclear Regulatory Commission 801 Warrenville Road Lisle, IL 60532	U.S. Nuclear Regulatory Commission 611 Ryan Plaza Drive, Suite 400 Arlington, TX 76011

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QUALIFICATIONS REQUIRED - CONTINUED

reconciling accounts; preparing accounting reports; analyzing internal controls; and reviewing, analyzing and resolving a variety of accounting problems.

RATING FACTORS - CONTINUED

and adapt it to new situations.

(EXAMPLE: Describe specific work experience, education and training that demonstrate your knowledge of and ability to interpret and apply regulations as they relate to cost accounting in the Federal government. Provide examples of situations where you applied these principles.)

2. Knowledge of the capabilities, applications, and skill in the use of microcomputers, data management systems, and associated software.

(EXAMPLE: Describe your specific education, training, and/or work experience which demonstrate your knowledge of and ability to utilize computer-based systems applications including databases, spreadsheets, and data management systems. What specific software have you used and for what purpose?)

3. Demonstrated ability to interpret data from accounting and financial reports and assist in the development of such reports and preparation of accounting workpapers.

(EXAMPLE: Describe specific work experience, education and training that demonstrate your ability to use and interpret data from accounting and financial reports and statements, develop requirements for new or modified reports, and assist in the development of new reports.)

4. Demonstrated skill in presenting information, ideas, and advice in a clear, concise, and logical manner, both orally and in writing.

(EXAMPLE: Describe specific experience, training, and accomplishments which demonstrate your ability to communicate budgetary and program information, both orally and in writing. Describe the types of oral presentations or briefings you have made, to whom, and for what purposes. Describe the type of original writing you routinely generate (e.g., memoranda, letters, reports). What type of financial reports, summaries, or presentations have you prepared? Describe specific situations that required you to provide budgetary and financial advice and guidance to management and staff.)

5. Demonstrated ability to establish and maintain effective work relationships with management and staff, coworkers, and personnel of

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RATING FACTORS - CONTINUED

other government agencies.

(EXAMPLE: Describe the various types and levels of individuals you routinely interact with and for what purposes. Describe instances that required you to use tact, diplomacy, and negotiation skills to achieve cooperation and develop consensus. Describe your accomplishments developing and implementing successful approaches to solve problems and resolve conflicts. Provide examples of specific assignments which required you to work within a team environment. What was your role?)

NOTE: BREADTH, RECENCY, AND LENGTH OF EXPERIENCE IN THE FIELD, TRAINING, AWARDS AND COMMENDATIONS; PAST AND CURRENT PERFORMANCE; AND COMMUNITY OR OUTSIDE PROFESSIONAL ACTIVITIES WILL BE REVIEWED AS THEY RELATE TO EACH OF THE ABOVE FACTORS TO DETERMINE THE LEVEL OF KNOWLEDGE, SKILL OR ABILITY OF CANDIDATES.

PLEASE SUBMIT RESUME, SF-171, OR OF-612, MOST RECENT PERFORMANCE APPRAISAL; AND STATEMENT ADDRESSING RATING FACTORS TO:

U.S. NUCLEAR REGULATORY COMMISSION  
OFFICE OF HUMAN RESOURCES  
ATTN: ROBIN AVENT MAIL STOP: T-2D-32  
WASHINGTON, DC 20555

CURRENT/REINSTATEMENT FEDERAL EMPLOYEES WITH STATUS (TENURE GROUP 1 OR 2) WILL BE CONSIDERED THROUGH MERIT PROMOTION PROCEDURES UNDER THIS ANNOUNCEMENT AND MUST SUBMIT A COPY OF YOUR MOST RECENT SF-50 (NOTIFICATION OF PERSONNEL ACTION) TO VERIFY COMPETITIVE STATUS OR REINSTATEMENT ELIGIBILITY. PLEASE NOTE: NRC EMPLOYEES DO NOT HAVE TO SUBMIT AN SF-50.

VETERANS WHO ARE PREFERENCE ELIGIBLES OR WHO HAVE BEEN SEPARATED FROM THE ARMED FORCES UNDER HONORABLE CONDITIONS AFTER 3 YEARS OR MORE OF CONTINUOUS ACTIVE SERVICE MAY APPLY. VETERANS MUST SUBMIT A DD-214 OR OTHER ACCEPTABLE EVIDENCE AS PROOF OF VETERAN STATUS.

REASONABLE ACCOMMODATIONS WILL BE MADE FOR QUALIFIED APPLICANTS OR EMPLOYEES WITH DISABILITIES, EXCEPT WHEN DOING SO WOULD POSE AN UNDUE HARDSHIP ON THE EMPLOYING AGENCY.

EXECUTIVE AGENCIES ARE PROHIBITED FROM ACCEPTING OR CONSIDERING APPLICANTS FOR COMPETITIVE APPOINTMENTS OR POSITIONS BASED ON POLITICAL RECOMMENDATIONS FROM MEMBERS OF CONGRESS, CONGRESSIONAL EMPLOYEES, ELECTED STATE OR LOCAL GOVERNMENT OFFICIALS, AND POLITICAL PARTY OFFICIALS. SUCH OFFICIALS MAY ONLY SUPPLY STATEMENTS REGARDING THE CHARACTER AND RESIDENCE OF THE APPLICANT.